

# This Schedule Supercedes Schedule #C-604 Anne Arundel County

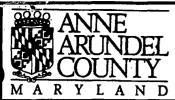
### OFFICE OF CENTRAL SERVICES **Records Management Division**

Schedule No.

C-6956 Page No.

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RECORDS RETENTION AND DISPOSAL SCHEDULE				
	AGENCY Ame Arundel County D	ept of	Utilities	DIVISION TRAINING OFFICE
Item No.	Description	\		Retention
<b>(1</b> )	Applications for certification, formulas for math, applications sent to the State Board, certification memos, certification practice exam questions, certification profile, certification regulations, letters to the Operators, license renewal, superintendents license.			RETAIN 3 YEARS THEN DESTROY.
<)2	BUDGET Budget preparation data.			RETAIN 3 YEARS THEN DESTROY,
3	PURCHASING/FINANCE Copies of documents, requisitions, etc., invoicing processed for payments, purpose is to easily access backup info. when problem arises with ordering supplies, materials, and equipment, or in the payment of invoices to check authorization for payment has been processed. Also used for backup supporting documentation for budgetary matters.			RETAIN 2 FISCAL YEARS FOLLOWING COMPLETION, THERE AFTER DESTROY,
	Approved by anagement Officer  -92	Schedule Appr Chief Administr 9/8/9 Date/	rative Officer	June High
	Approved by Division Representative	Schedule Appro	oved by	
\$/26/9	92 Eller Dathur	18/19/	92 I	Standefu



# Anne Arundel County OFFICE OF CENTRAL SERVICES Records Management Division

Schedule No.

C-696

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MAI	R Y L A N D Records Management Division		2 02 2
Item No.	Description	F	Retention
<b>4</b>	TRAINING PROGRAMS  A. Files on training program offered by the Training Office. Included in these files are course description, attendance rosters, cost analysis, agreements, evaluations, etc.	RETAIN 3 THEN DES	
	B. Master Training File: Training program data on all personnel in the Department. These records are kept on the System 36.	TO A HAF	BACKED OFF DD DISK. CURRENT YEARS M, DELETE 2 TER
<i>?</i> ₃ <b>5</b>	DIRECTOR'S CONFERENCE Information on Director's Conference held in past and present.	PERIODIO	TO STATE

#### AGENCY RECORDS INVENTORY

Intrent	2. Division	Administration	Division
Anne Arundel County Department of Utilities	3. Unit	Training Office	•
Record Series and Title: (Def. A group of remay be transferred or disposed of as	cords filed as	a unit, used as	a unit, and which
.l Certification Series			
escription: (Give a brief description of a to form name(s) and number(s).	ypical folder;	include content	, purpose, and
Applications for Certification, formulasfor certification memos, certification practice regulations, letters to the operators, licenters	exam question	s, certification	profile, certification
Form Name(s) Form Numbers			
Applications for Certification N/A Applications sent to the <b>State</b> N/A Board			
purpose of having the Certification sermentain all state requirements.		our operators o	
(Note: Use a separate inventory sheet for	each Record Se	eries)	
resent Volume on Hand (No. of file drawers)  One file drawer on hand  Estimated Accumulation (Yearly)  15 file Folders a Year in this	7. Audit Requisite State State Federal Candependent	TfInternal	
drawer.  Istimated Activity per File Drawer: (Activity	Outdo- HICH (v	sed daily); MEDI	UM (once/twice
After 1. Ir, H & L After what year		become LOW/_	<u>la</u>
could Record Series be stored in the State lecords Center.		led Retention: Nu Samu	
hen:		•.	
entory prepared by CAthy Cose (Print Name)	Dec	be <u>Unjust</u>	6,1992
Telephone Number: 222-75.30	•	DGS-55	50-4 1/81

#### AGENCY RECORDS INVENTORY

Porm Name(s)  Professionance Indicators  Professionance Indicators  Professionance Indicators  Professionance Indicators  N/A  N/A  N/A  N/A  Professionance Indicators  N/A  N/A  N/A  N/A  Print Name(s)  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	A group of records filed as a unit, used as a unit, and which r disposed of as a unit.)  Beription of a typical folder; include content, purpose, and  Form Numbers  N/A  N/A  N/A  N/A  N/A  N/A  Total deget series is to plan for upcoming fiscal years and to plan for the series of t
Endget Series  cription: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).  addet preparation data  Form Numbers  Porm Numbers  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	scription of a typical folder; include content, purpose, and  Form Numbers N/A N/A N/A N/A N/A
Endert Series  Cription: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).  Addet preparation data  Corn Name(s)	Form Numbers  N/A  N/A  N/A  N/A  N/A
reption: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).  Idea of preparation data	Form Numbers  N/A  N/A  N/A  N/A  N/A  Odd of the control of the c
form name(s) and number(s).  Indeed preparation data  Down Name(s) Performance Indicators P	Form Numbers  N/A  N/A  N/A  N/A  N/A  Odd of the control of the c
## Print Rese   Indicators   N/A	N/A N/A N/A N/A dget series is to plan for upcoming fiscal years and to plan for
Print Response Indicators  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	N/A N/A N/A N/A dget series is to plan for upcoming fiscal years and to plan for
N/A  peropriation Summary  N/A  N/A  N/A  peropriation Summary  N/A  N/A  N/A  N/A  peropriation Summary  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/	N/A N/A dget series is to plan for upcoming fiscal years and to plan for
Note: Use a separate inventory sheet for each Record Series.  [Note: Use a separate inventory sheet for each Record Series]  sent Volume on Hand (No. of file drawers)  1/2 file drawer  imated Accumulation (Tearly)  2 file folders for Procedurar  The process of having the Budget series is to plan for upcoming fiscal years and to plan note that you will need for that year.  7. Audit Requirements  State Series  Federal	N/A  dget series is to plan for upcoming fiscal years and to plan for
(Note: Use a separate inventory sheet for each Record Series) sent Volume on Hand (No. of file drawers) 1/2 file drawer insted Accumulation (Yearly) 2 file folders. for Piscalufor  Independent External I  State Activity per File Drawer: (Activity Quide- HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  The Larry H. M. After that year does activity become 10W  Independent  External I  External	
(Note: Use a separate inventory sheet for each Record Series)  sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Piscalufor  insted Activity per File Drawer: (Activity Onide-HitH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rent Year H M L  After what year does activity become 10W  Id Record Series be stored in the State ords Center.  TES	
(Note: Use a separate inventory sheet for each Record Series) sent Volume on Hand (No. of file drawers) 1/2 file drawer insted Accumulation (Yearly) 2 file folders for Piscalufor  insted Activity per File Drawer: (Activity Ouide-HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rest Year H R L After what year does activity become 10W  Id Record Series be stored in the State ords Center.  TES	
(Note: Use a separate inventory sheet for each Record Series) sent Volume on Hand (No. of file drawers) 1/2 file drawer insted Accumulation (Yearly) 2 file folders for Piscalufor  insted Activity per File Drawer: (Activity Ouide-HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rest Year H R L After what year does activity become 10W  Id Record Series be stored in the State ords Center.  TES	
(Note: Use a separate inventory sheet for each Record Series)  Sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Piscalufor  Independent  External II  Internal III  Internal II  Internal III  Int	
(Note: Use a separate inventory sheet for each Record Series)  sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Piscal Volume  Time and Activity per File Drawer: (Activity Guide- HiCH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rent Year H M L  er l. Ir, H H L  After what year does activity become 10W  Id Record Series be stored in the State ords Center.  TES   MD	item in the account that you will need for that year.
sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Productor  imated Activity per File Drawer: (Activity Gride-HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rent Year H M L  cer 1. Yr, H M L  After what year does activity become 10W  Id Record Series be stored in the State ords Center.  YES WO WO Date: UNGUST (0,1992)  (Print Make)	
sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Productor  imated Activity per File Drawer: (Activity Gride-HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rent Year H M L  cer 1. Yr, H M L  After what year does activity become 10W  Id Record Series be stored in the State ords Center.  YES WO WO Date: UNGUST (0,1992)  (Print Make)	
sent Volume on Hand (No. of file drawers)  1/2 file drawer  insted Accumulation (Yearly)  2 file folders for Productor  imated Activity per File Drawer: (Activity Oride-HICH (used daily); MEDIUM (once/twice monthly); 10W (less than once monthly).)  rent Year H M L  ter 1. Yr, H M L  After what year does activity become 10W  Id Record Series be stored in the State ords Center.  YES WO Date: Ungust (0,1992)  (Print Hase)	
Test   Total   Test	
Test	nto- sheet for each Record Series)
Internal Accumulation (Tearly)  2 file folders for Piscalular  Independent  Independent  External II  Internal III  Internal II  Internal II  Internal II  Internal II  Internal II  Internal II  Inte	file drawers) 7. Audit Requirements
imated Activity per File Drawer: (Activity Guide-HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )  rent Year H M L  ser 1. Yr, H M L  After what year does activity become LOW  Id Record Series be stored in the State ords Center.  IES	State (Time Internal
imated Activity per File Drawer: (Activity Guide- HICH (used daily); MEDIUM (once/twice monthly); IOW (less than once monthly).)  rent Year H M L  ter 1. Yr, H H L  After what year does activity become IOW  Id Record Series be stored in the State ords Center.  INS	. 1 1200/14/17:
rent Year H M L  Ser 1. Yr, H H L  After what year does activity become LOW  Id Record Series be stored in the State ords Center.  TES	External E
rent Year H M L  ter 1. Yr, H H L  After that year does activity become IOW  Id Record Series be stored in the State ords Center.  IES	monthly): IOW (less than once monthly). )
Id Record Series be stored in the State ords Center.  INS	
ventory prepared by	After what year does activity become LUW
ventory prepared by	in the State   10. Recommended Retention:
ventory prepared by Cathuclose Date: Quickt (e,1992) (Print Nobe)	
ventory prepared by Cathuclose Date: Quickt (e,1992) (Print Nobe)	Lanothe same
(Print Name)	1.100
(Print Name)	Catholiciosa inte Quest (a.1992)
laphone Number: 222-7530	· ·

## AGENCY RECORDS DIVENTORY

Dertment	2.	Division	Administration Division
Anne Arundel County Department of Utilities	1 -	Unit	Training Office
Record Series and Title: (Def. A group of remay be transferred or disposed of as	cord	s filed as mit.)	a unit, used as a unit, and which
.3 Purchasing / Finance Series			
escription: (Give a brief description of a to form name(s) and number(s).	<b>y</b> p1c	al folder;	include content, purpose, and
Copies of documents, requisitions, etc., in	voic	ing proce	essed for payments,
The purpose of having the Purchasing/Financ problems arise with ordering supplies, mate to check authorization for payment has been documentation for Budgetary matters.	rial	s, and equ	sipment, or in the payment of invoices
•	•		
(Note: Use a separate inventory sheet for resent Volume on Hand (No. of file drawers)		Audit Requ	irements
1/4 drawer file on hand stimated Accumulation (Yearly)  1 Binder then transferred to file		State Federal [	Internal E
folder at end of fiscal year			External
stimated Activity per File Drawer: (Activity monthly);	IOI	de- Hich (1	an once monthly). )
After 1. Ir, H H L After what year	doe	s activity	become LOW
ould Record Series be stored in the State	10.	_	ded Retention:
TES NO		Kel	p. the Same
hen:			
Inventory prepared by (1 + COSC (Print Name)		· De	Les
Telsphone Number: 222-7530	•		DGS-550-4 1/81

#### AGENCY RECORDS DIVENTORY

rtment	2. Division Administration Division
Anne Arundel County Department of Utili	ties 3. Unit Training Office
lecord Series and Title: (Def. A group o	f records filed as a unit, used as a unit, and which f as a unit.)
. 4 Training Programs Series	
escription: (Give a brief description of form name(s) and number(s).	a typical folder; include content, purpose, and
Files in training programs offered by to description, attendance rosters, cost as	he training office. Included in these files are course nalysis, agreements, and evaluations, etc
	the operators certified. By having what classes they keep track of what amount of hours they need to keep meet the state's requirements.
	•
(Note: Use a separate inventory sheet resent Volume on Hand (No. of file drawer three file drawers on hand stimated Accumulation (Yearly)	7. Audit Requirements State Translation Federal Translation
fifteen a vear	IndependentExternal
stimated Activity per File Drawer: (Activ	rity Guide- HICH (used daily); MEDIUM (once/twice uly); IOW (less than once monthly). )
errent Year (H) M L fter 1. Yr, (H) M L After what y	rear does activity become ION after 3 currentyla
ould Record Series be stored in the State scords Center.	10. Recommended Retention:
est of into is transfered on to t	Keep current 3 ylas on 36 Syptem. Delete 2 years efter Termination.
I ntory prepared by(Print Name	0.16
Telephone Number: <u>222-7530</u>	DGS-550-4 1/81

#### AGENCY RECORDS INVENTORY

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Pertment	2. Division Administration Division
Anne Arundel County Department Of Utilit	ies 3. Unit Training Office
Record Series and Title: (Def. A group of may be transferred or disposed of	f records filed as a unit, used as a unit, and which ( as a unit.)
.5 Director's Conference Series	
Description: (Give a brief description of form name(s) and number(s).	a typical folder; include content, purpose, and
Information held in past and present on	Director's Conference.
This information is held for permanent u upcoming conferences and to talk about	use for the Director of Utilities to view and use for with his manager's on regular basis.
·	
•	
(Note: Use a separate inventory sheet f	for each Record Series)
Present Volume on Hand (No. of file drawers	
Estimated Accumulation (Yearly)  2 file folders per year.	FederalInternal Independent
	External (T) ity Guide- HIGH (used daily); MEDIUM (once/twice
current Year @ M &L	ly); IOW (less than once monthly). )
could Record Series be stored in the State	ring session Starts for next conference.
records will be transfered to states access to state access to access to state access to state access to state access to acc	Lete Klep Permanent.
ntory prepared by (athy Clos (Print Name)	se Dates <u>aus. 6,199</u> 2
Telephone Number: 222-7530	